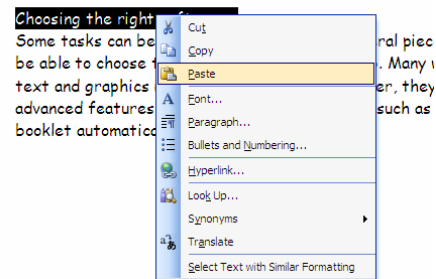


# Editing Techniques

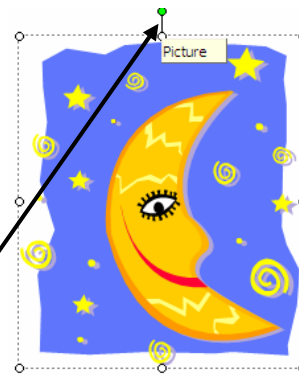
## Copy

Select the text or image you wish to copy, then right hand click and choose 'Copy'



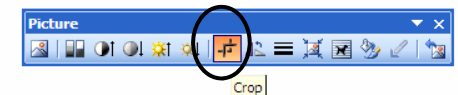
## Rotate

Select the text box or image you wish to rotate, rotate using the green rotate handle.



## Crop

Select the image you wish to crop, then click on the 'crop' icon on the picture toolbar.



Drag inwards using one of the crop handles to remove the parts of the picture you don't want.

## Cut

Select the text or image you wish to cut, then right hand click and choose 'Cut'

## Paste

After cutting or copying text or an image, click on the document where wish to paste, then right hand click and choose 'Paste'

## Resize

Select the image or text box you wish to resize, then drag using the resize handles (do this from a corner handle and you will retain the proportions of the image)



## Move

Select the text box or image, then take the cursor to the edge of the image or text box. When the cursor becomes a cross with arrows, you can click and move where you wish.

